

Application for a Fire Alarm Permit

To apply for a permit, please complete the following:

- Application form
- Submit two (2) sets of paper plans, plus an electronic version (as 1 PDF)
- Submit two (2) sets of equipment cut sheets, plus an electronic version (as 1 PDF)

Incomplete forms will be rejected. Work **shall not start until a permit has been issued.** Installations shall be in conformance with state codes. *Please allow 24 hours for processing.*

Job Address: _____ **Owner Name:** _____

Business, if applicable: _____ **Location/Area:** _____

Work Description: _____

	Fee	Quantity	Amount
SELECT BASE FEE:			
Base Fee	\$60.00		
ADD NUMBER OF INSPECTIONS:			
Inspection(s)	\$60.00		
(For multi-unit buildings, inspections based on # of dwelling units. See back for details.)			
CHOOSE FIXTURES:			
Circuit (each)	\$6.00		
Fire Alarm (each device)	\$4.00		
Smoke Detectors:	-		
0 to 5 devices	\$5.00		
6 to 10 devices	\$10.00		
Each device over 10	\$3.00		
	\$6.00		
Plan Review Fee (\$100.00 per plan review hour)			
Total:			

Charge credit card on file

PLAN REVIEW:

Plans are required for all building types and shall be prepared by a licensed fire alarm contractor, fire alarm specialty technician or electrical contractor as required by Public Act 407 of 2016.

Have plans been submitted?

- Yes
- No

Plan review must be completed and all applicable fees paid BEFORE a permit is issued. Please allow 10-14 business days for review. *If 3rd party plan review is necessary, the applicant shall pay the actual cost of the review. Plan review times vary. Contact the office for additional details.*

APPLICANT INFORMATION:

Name: _____ **Company:** _____

Phone: _____ **Fax:** _____ **Email:** _____

Contractor License No: _____ **EXP:** _____ **Master License No:** _____ **EXP:** _____

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.

Signature: _____ **Date:** _____

Over →

January 2021

Community & Neighborhood Services

270 S River Ave Phone: 616 355-1330

Holland, MI 49423 Fax: 616 546-7058

Email: cns@cityofholland.com

INSPECTIONS:

No work shall be concealed until it has been inspected.

When ready for an inspection, call Community & Neighborhood Services at (616) 355-1330. **A minimum of 24 hours' notice is required, when scheduling an inspection.**

* For Non-Residential inspections with multiple dwelling units (such as a hotel, motel, or apartment building), inspections are charged at the rate of **one inspection fee per 4 units**.

Example: If an apartment building consists of 12 units, 3 inspection fees will be charged for a rough inspection for the whole building (12 units ÷ 4 = 3 inspection fees). Please plan accordingly.

PERMIT EXPIRATION:

Permits expire after 180 days. Expired permit cannot be refunded or reinstated.

LATE FEE:

Late fees of \$100 per day will be charged for work started **before** a permit is issued.

CONTRACTORS:

Federal Employer ID Number (or reason for exemption):	Workers Comp Insurance Carrier (or reason for exemption):
Unemployment Insurance Agency Employer Account Number (or reason for exemption):	

Once completed, return this application to the department of Community & Neighborhood Services by e-mail it to cns@cityofholland.com; or by dropping it off at City Hall, 270 S River Ave. If you have any questions, please call us at (616) 355-1330.



Go paperless! You can apply for City of Holland trade and building permits online at www.bsaonline.com, *excluding applications that require plan review*. Contact us to learn more about this process.

OFFICE USE ONLY:

Permit #: _____ Date: _____ Initials: _____